

**ATTACHMENT D  
SERVICE NARRATIVE  
CHILD ADVOCACY CENTER SERVICES**

**Agency Name:**

**Service Standard: CHILD ADVOCACY CENTER SERVICES**

**Region/Counties:**

A short concept narrative, not to exceed 7 pages, is required of all applicants. This narrative should be double spaced in an easily readable 12-point font.

Concept narratives must address the proposed use of the Children's Justice Act (CJA) and State funds. Applicants must follow the order provided below. Narrative should identify the funding period for the request.

1. What is your approach in providing a coordinated response to allegations of child abuse/neglect with multidisciplinary teams:

This section should include activities that the Respondent is requesting funds through this application. It must clearly define the activity(ies) that will be provided by the Respondent.

The following are examples of Children's Justice Act (CJA) and State activities that could be funded:

- Develop curricula and conduct training for personnel in law enforcement and child protective services, as well as health and mental health professionals, prosecutors and judges
- Establish or enhance child advocacy centers and other multidisciplinary programs to serve child victims and their families in order to minimize trauma. (example: Making the interview room or courtroom setting less intimidating to children.)
- Coordination of child advocacy center activities as:
  - Family meeting with multidisciplinary team prior to and/or post interview
  - Family advocacy
  - Center staff time for case coordination and child supervision
  - Case tracking
  - Recording costs associated with the interview (including purchase of recording equipment)
  - Team training
  - Court Preparation and testimony

If there are additional activities that the Respondent wishes to provide, please detail in a separate narrative as defined above. Please break it down by either CJA activities or State activities.

2. Provide referral (how they are referred ) and admission procedures (how they are screened and assessed for intake and service delivery). Include applicable interagency agreements.

Describe the system of referrals and admissions. Memorandums of Agreement and/or protocols that affect the operations of the Child Advocacy Center must be attached and signed within the last year by all agency representatives.

3. Describe the needs of the target population to be served, the geographical service area, and the projected number of clients to be served.
4. Outline the resources available to provide and/or refer children and families to mental health services. Describe the collaborative efforts within the community. Any supportive documents to outline these efforts should be submitted as attachments.